



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking applications for the for the two year position (extendable) of:

**Development Assistance Specialist, FSN-10**

**OPEN TO:** All Interested Candidates (Azerbaijan Citizens)

**OPENING DATE:** March 27, 2009

**CLOSING DATE:** April 10, 2009

**Basic Function:** The Development Assistance Specialist position is located in the USAID/Caucasus/Baku Office, Program/Project Team (PPO). The main purpose of this position is to manage and coordinate the implementation of the cross-cutting Baku Office activities; to undertake program development, monitoring, and reporting activities; to provide project development and design support to the Baku Office technical teams, and specifically serve as PPO backstop for the Democracy and Governance Team; promote public/private partnerships and serve as liaison with the local and international development community and the GoAJ; and, to work on budget and procurement development, monitoring, and implementation plans for the USAID/Caucasus/Baku Office. The incumbent will serve as backstop to the Development Program Specialist in preparation of the Baku Office program budget, and in performance of other typical Program Office responsibilities.

**Position Grade:** Full performance grade level for this position is: **FSN-10**. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**Required Qualifications:**

**Education:** Completion of a Bachelor's Degree, or the local equivalent, in business management, public administration, economics, international relations, or other relevant field is required. An advanced Degree in one of the above fields is desirable.

**Work experience:** From three to five years of progressively responsible, professional-level experience in project design, program planning, budgeting, management and evaluation, or closely related work is required. At least two years of experience in development work, or related fields, for international organizations, Host-Country organizations, or private-sector institutions which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is desired.

**Language Proficiency:** Fluent written and oral English (Level IV) is required. Equivalent fluency in written and oral Azeri and Russian is required.

---

**Knowledge:** In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Azerbaijan region; knowledge of the political, social, and economic structure of Azerbaijan, in order to link the major goals and objectives of assigned SOs to the economic, political, and policy constraints of the Baku Office Strategy and knowledge of GoAJ institutions, policy directions, objectives, and priorities relating to USAID activities is required. The incumbent must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.

**Skills and abilities:** The ability to plan, organize, manage, and evaluate program activities is desired. Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GoAJ officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret Host-Country attitudes, priorities, and concerns to USAID officials, and to negotiate project plans and resolve project implementation issues with appropriate Host-Country organizations, technical advisors, institutional contractors, counterparts, and peers. Writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Analytical ability to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in project programming, policies, and plans, and in developing strategies for implementation, is desired. Ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Good computer skills are required to manage activity goals and achievements, both technical and financial.

**How to apply:** Completed Application Form OF-612 and a Current Résumé/CV must be sent to the following e-mail address: [hr-Baku@usaid.gov](mailto:hr-Baku@usaid.gov). All applications must have the position number 112-09-06 and position title identified. Late applications will not be accepted.

**Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.**